

Samples of Work Summary Sheet

Offeror:

Sample Number:

Sample Title:

Project Summary

Describe the purpose of the project in terms of communication objectives, the intended audience, and the creative direction provided by the client:

Purpose:

Audience:

Client Input:

Project Data

Provide the following project data:

Installation/Printing Date:

Planning and design budget:

final cost:

Fabrication/printing budget:

final cost:

List all project team members (including the client) and the role of each person:
